

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, November 27, 2012 in the Burlington Public Meeting Room. Present were Penny Torhorst, Steve Rauch, Peter Smet, Scott Johnson, M.T. Boyle, Mike Kelly, and Pat Hurley. Excused were Pat Hoffman and Dianne Boyle. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

The Student representatives were not notified in time for this meeting.

Minutes of the October 23, 2012 meeting were approved. Hurley moved, and Johnson seconded. Motion passed.

The November General Fund Bills, Prepaids, Late Prepaids, Reimbursements, and September 2012 General Fund Deposits were discussed and approved. Hurley moved approval and Johnson seconded. Motion passed.

Kelly moved and Johnson seconded the motion to approve the November 2012 Trust Fund Bills and the October 2012 Trust Fund Deposits. Motion passed.

Committee Reports: Pat Hoffman was not at the meeting so the Director's Evaluation will be postponed to next month.

Federated Library Report: Mid-Wisconsin hired a new administrator and chose not to merge with our system.

Old Business:

Friends Update: The Friends Pub program and after party at John's Main Event raised a profit of \$160.00.

Basement Remodel: The basement hallway has been painted. We are getting new carpeting installed in the hallway and the meeting room starting Wednesday, December 12th.

We have bids for the drop ceiling job in the hallway and bathrooms.

Audiovisual Project: Falk informed the Board that all the DVDs are on the new shelving and there has been no more theft that we know of at this time. People seem to like it. The only comment is from some of the elderly patrons who preferred all the browsers in one place.

Budget Update: Falk reported that there was no news at this time. We are still waiting.

New Business:

Indoor Google Maps: Falk reported that Google would put our floor plan of public area on line for people to familiarize themselves with the area. This has been used in shopping malls, museums, and casinos. There is no cost to us. Falk has stated that she feels that there are no security issues. Smet moved and Johnson seconded the motion to contact Google and go ahead with this program at this time. Motion passed.

Marketing in the Library: Falk told about a company that would make a 15 minutes loop that we could show on a monitor and it would include our programs and new attractions in the library. For every 15 minute loop, 9 minutes would be Library items and 6 minutes would be paid commercials. Falk and McCarthy have decided that we could do the same thing on our own. We have ordered a 32" flat screen TV through the McDonalds Program, on which we are planning to promote our programs and new items in the library. We are waiting for the TV at this time.

Library Surveillance: Falk checked with Waterford Library and their surveillance project cost \$6,600.00. This includes 7 cameras, a software server, a display panel, including one outside.

Internet time limits: Falk asked the Board to reconsider limits on Internet time usage. Since we have added more computers, we have been trying to assess whether we can raise the limits. Discussion followed. The Board asked that this be discussed at the next meeting.

Partners in Employment: Falk reported that Careers, a group that finds work for their workers with disabilities, wanted to place a worker here 3 hours a day twice a week. The person later changed her mind about the placement. For the future, we would need to have a somewhat detailed interview to assess abilities and interests for the person.

Microfilm Replacement: Falk asked if we replace our existing Microfilm reader next year, that we donate the older Microfilm reader to the Historical Society. Hurley moved and Kelly seconded the motion to donate our existing microfilm reader to the Burlington Historical Society, if and when we purchase a new one. Motion passed.

Directors Report:

MT Boyle asked that the collection development policy and DVD collection be discussed at the next meeting. Falk handed out a yearly calendar that has the library closing dates and also the library board meeting dates. Everyone should take it home and check their calendars to see if they have any conflicts.

Falk reported that the Coupon Exchange is up and running. There are middle school kids that are volunteering to cut and sort and organize all the coupons.

BPL in the news: There were many items in the weekly newspaper calendars and articles on our upcoming programs. The Civil War program was a success, with many people in attendance and a lot of information covered. The presenters came early and stayed late to answer many questions.

Public Communication to the Board: A letter was received from a patron attending our Heritage Garden program and stated it was a great program and she was glad the library was having this type of program for the community.

Meeting was adjourned at 5:05 p.m. Kelly moved and Johnson seconded. Motion passed.

Our next meeting will be on Tuesday, December 18th at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,

Pat Hoffman
Secretary/Treasurer